

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: APRIL 21, 2004

DIVISION: COMMUNITY SERVICES

BULK ITEM: NO

DEPARTMENT: LIBRARY

AGENDA ITEM WORDING: Presentation of Employee of the Month award for February, 2004 to April Cine, Administrative Assistant, Transportation, Social Services Department, Community Services Division.

ITEM BACKGROUND: See attached.

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Present award.

TOTAL COST: N/A

BUDGETED: N/A

COST TO COUNTY: N/A

REVENUE PRODUCING: N/A

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney N/A

OMB/Purchasing N/A

Risk Management N/A

DIVISION DIRECTOR APPROVAL


JAMES E. MALLOCH, Division Director

DOCUMENTATION: Included XXX

To Follow

Not Required

AGENDA ITEM #

B5

DISPOSITION: _____

**Employee of the Month
April 2004
April Cine, Administrative Assistant
Transportation Program, Social Services, Community Services**

April Cine has held the title of Transportation Administrative Assistant for four years. April's responsibilities and activities go far beyond her generic job title nor does it reflect the professionalism she brings to this program and Monroe County.

April's expertise regarding the operation of the Trapeze Reservations, Scheduling and Dispatching software cannot be overstated. She has covered dispatching, reservations, scheduling, manifest creation, bus updates, counting fares, making deposits, along with filling in as the acting Social Service Director's Administrative Assistant and during periods when the Transportation Administrator is absent, she fills that role as well. April has been instrumental in many improvements to the transportation system and operations. Indeed, it would seem there is not a job that April could not master given the opportunity to have a try at it.

April's focus is not always on the transportation issues but the human issues. April's dedication has placed her in a class by herself, an outstanding employee. Her willingness to aid others whether it is in the office, on the road or a different department is heartwarming.

April has demonstrated her ability to respond, adapt and meet the challenges that so often present themselves in the fast moving pace of transportation.

We are pleased to have Ms. April Cine as April, 2004 Employee of the Month.